

Medication Aide II Curriculum Outline

The Montana Board of Nursing recommends a curriculum entail 100 hours: 60 hours for didactic training (which includes skill labs) and 40 hours clinical practicum.

Module 1: Medication Fundamentals – 20 hours.

1. Medication Orders, Documentation, Storage and Disposal

- A. Medication Prescription Order
 - 1. Recorded on patient record
 - 2. Complete orders
 - a. Signed
 - b. Legible
 - c. Drug name
 - d. Dose
 - e. Route
 - f. Time
 - g. Frequency
 - 3. MA will not take verbal or telephone orders.
 - 4. Questioning an incomplete medication order.
- B. Medication Documentation System
 - 1. Documentation of orders onto agency's medication document.
 - 2. Medication Administration Record (MAR)
 - 3. Controlled substance medication log.
- C. Medication Storage
 - 1. Storage area
 - 2. Medication Room
 - 3. Medication Cart
 - 4. Medication Tray
- D. Disposal of outdated, contaminated or unused medication.

1. Mathematics, Weights and Measures

- A. MA does not convert medication dosages
- B. Systems of measurement.

2. Forms of Medication

- A. Liquids
 - 1. Aerosol
 - 2. Inhalant
 - 3. Drops
 - 4. Elixir
 - 5. Spray
 - 6. Syrup
 - 7. Tincture
 - 8. Solution
 - 9. Suspension
- B. Solid and Semi-Solid
 - 1. Capsules
 - 2. Tablet
 - 3. Scored v. Unscored
 - 4. Caplets
 - 5. Time Release
 - 6. Lozenges
 - 7. Ointment
 - 8. Paste
 - 9. Powder
 - 10. Cream/Lotion
 - 11. Covered w/Special Coating
 - 12. Liniment

3. Medication Basics

- | | |
|------------------------------------|--------------------------|
| A. Terminology | I. Contraindications |
| B. Abbreviations | J. Allergic Reactions |
| C. Dosage Range | K. Adverse Reactions |
| D. Actions | L. Tolerance |
| E. Implications for Administration | M. Interactions |
| F. Therapeutic Effects | N. Additive |
| G. Side Effects | O. Idiosyncratic Effects |
| H. Precautions | P. Paradoxical Effect |

4. Safety and Rights of Medication Administration

- A. Three Safety Checks
 - 1. When removing medication package from storage
 - 2. When removing medication from package/container
 - 3. When returning package to where it is stored
- B. Six Rights of Medication Administration
 - 1. Right Client
 - 2. Right Drug
 - 3. Right Dose
 - 4. Right Route
 - 5. Right Time
 - 6. Right Documentation

5. Preparation and Actual Medication Administration

- | | |
|--|---------------------------|
| A. Wash hands | F. Glove if necessary |
| B. Review medications that require checking of pulse or blood pressure before administering. | G. Position the client |
| C. Identify the client | H. Do what you explained |
| D. Introduce yourself | I. Wash your hands |
| E. Explain what you are going to do | J. Special considerations |
| | K. Document |

Module 2: Safety – 7 hours.

1. Prevention of Medication Errors

- A. Know the following before administering Medications.
 - 1. Name
 - 2. Purpose
 - 3. Effects
 - 4. Length of time to take effect
 - 5. Side effects
 - 6. Adverse effects
 - 7. Interactions
 - 8. Special instructions
 - 9. Where to get help

2. Causes and Reporting of Medication Errors

- A. Failure to follow prescriber's orders exactly
- B. Failure to follow accepted standards for medication's administration
- C. Failure to listen to client or family's concerns
- D. Notify the agency's nurse/supervisor /pharmacist/physician or other prescriber
- E. Complete a medication error or incident report

Module 3: Communication and Documentation – 8 hours.

1. Building Relationships

- A. Review the communication process
- B. Review barriers to effective listening and communication
- C. Setting boundaries
- D. Review team building

2. Reporting Symptoms or Side Effects

- A. Observe, monitor and report any change that is different from the client's normal condition
- B. Notify the nurse as soon as possible with as much information as is available
- C. Record changes

3. Report any change from the normal condition for the client

- A. Temperature
- B. Pulse
- C. Blood Pressure
- D. Respirations
- E. Observe and report complaints of pain
- F. Changes in level of consciousness
- G. Other changes in conditions

4. Documentation of Medication Administration

- A. Identifying initials and time on MAR
- B. Circle and document reasons that client may not take medications
- C. PRN medication issues

5. Role of Supervising Nurse

- A. Explain the responsibilities of the supervising nurse when assigning medication administration to the Medication Aide
- B. Assignment Vs Delegation

Module 4: Medication Administration – 20 hours.

1. Routes of Administration

- A. Oral
- B. Buccal
- C. Sublingual
- D. Inhaler
- E. Nebulizer
- F. Nasal
- G. Eye
- H. Ear
- I. Topical
- J. Dressing
- K. Soaks
- L. Transdermal
- M. Suppositories

2. Factors affecting how the body uses Medication

- A. Age
- B. Size
- C. Family Traits
- D. Diet

- E. Disease
- F. Psychological Issues
- G. Gender
- H. Metabolic Rate
- I. Dosage

3. Classes of Medications Related to Body Systems and Common Actions – Identify the Classifications of Medication and State Common Side Effects.

- A. Antimicrobials
- B. Cardiovascular
- C. Dermatological
- D. Endocrine
- E. Gastrointestinal
- F. Musculoskeletal
- G. Neurological
- H. Nutrients/Vitamins/Minerals
- I. Respiratory
- J. Sensory
- K. Urinary

4. Location of Resources and References – Allows MA the Identify Resources for contact and clarification.

- A. Nurse
- B. Pharmacist
- C. Physician
- D. Package/drug Insert

Module 5: Ethical and Legal – 5 hours.

1. Role of the Medication Aide

- A. The MA may perform a task involving administration of medications if;
 - 1. The MA's assignment is to administer medications under the supervision of a licensed nurse in accordance with provisions of the governing act and subsequent rules.
 - 2. The assignment is not prohibited by any provision of the act and rules
- B. Role of the MA includes medication administration. The following acts shall not be assigned to the MA:
 - 1. Administration of PRN medications must be consistent with ARM 24.159.915.
 - 2. Cannot administer parenteral or subcutaneous medications except for pre-labeled, pre-drawn insulin.
 - 3. Cannot administer medications through nasogastric routes or by gastrostomy or jejunostomy tubes.
 - 4. Cannot take verbal orders.
 - 5. Cannot convert dosages.
- C. Any MA who has any reason to believe that he/she has made an error in the administration of medication shall follow facility policy and procedure to report the possible or known error to the appropriate supervisor and shall assist in completing any required documentation of the medication error.
- D. Medication Administration policies – the MA shall report to the supervising nurse:
 - 1. Signs or symptoms that appear life threatening
 - 2. Events that appear health threatening
 - 3. Medications that produce no results or undesirable effects as reported by the client or as observed by the MA

2. The Responsibility of the MA when Accepting Assignment Tasks

- A. The MA has the responsibility not to accept an assignment that she/he knows is beyond her/his knowledge and skills
- B. The MA is expected to speak up and ask for training and assistance in performing the assignment or request not to be assigned a particular task/function/activity
- C. Both the nurse and the MA need the appropriate interpersonal and communication skills and organizational support to successfully resolve assignment issues

3. Rights of Individuals

- A. Maintaining confidentiality
- B. Respecting client's rights
- C. Respecting client's privacy
- D. Respecting client's individuality and autonomy
- E. Communicating respectfully
- F. Respecting client's wishes whenever possible
- G. Right to refuse medication
- H. Right to be informed

4. Specific Legal and Ethical Issues

- A. Abuse and/or neglect
 - 1. Identify types of abuse
 - 2. Preventive measures
 - 3. Duty to report
- B. Exposure to medical malpractice/negligence/claims/lawsuits
- C. Fraud
- D. Theft
- E. Diversion

5. Safety and Rights of medication Administration

- A. Review the three safety checks
- B. Review the six rights of medication administration

Module 6: Practicum – 40 hours.

- I. **Forty hours of supervised clinical practicum, which should be progressive, where the instructor observes medication administration: gradually, the instructor increases the number of clients to whom the student administers medication..**